

# Accessing Your Check Stubs or Copies of Forms W-2 / 1099-MISC

## Documents Screen

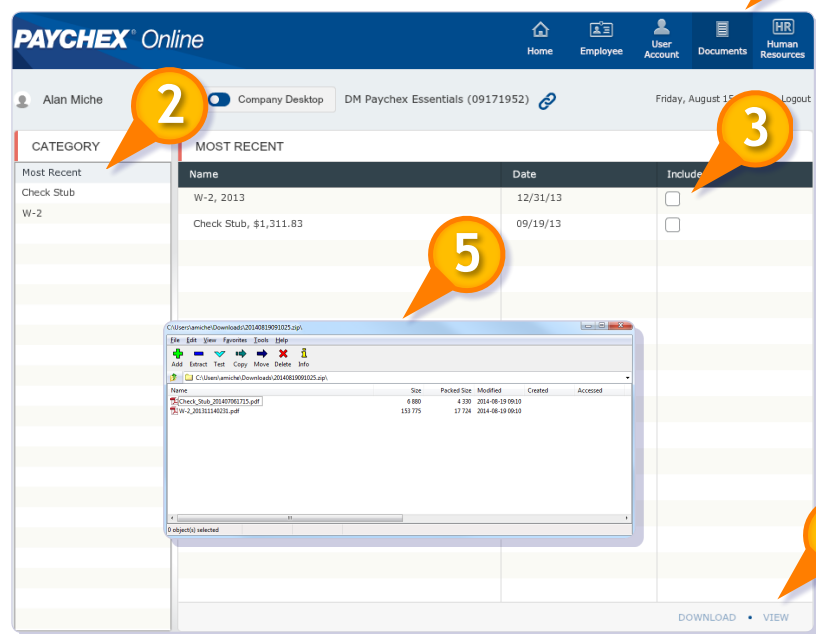
Click the **Documents** icon (1) to view or download your check stubs or copies of your Forms W-2 / 1099-MISC. Click **Most Recent** (2) to retrieve your most recent check stub or Form W-2 / 1099-MISC. From the Category list, click **Check Stub, W-2**, or **1099-MISC** to access documents for other check dates or years.

Select the **Include** (3) checkbox to choose a document.

Click **VIEW** (4) to open a PDF version of the file, or click **DOWNLOAD** to save the file to your computer without viewing it first.

*Check with your employer to determine whether you can access your check stubs or copies of your Forms W-2 / 1099-MISC online.*

*Refer to Help content for more information.*



*A "zip" file (5) is created when more than one document is downloaded at the same time.*

## Copies of Forms W-2 / 1099-MISC

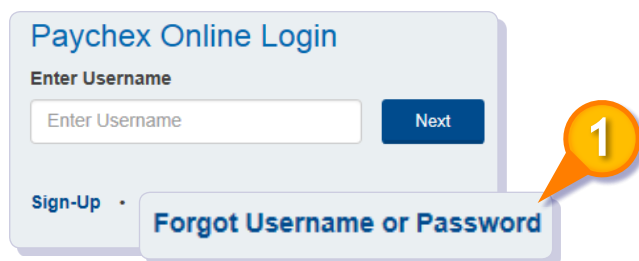
The Forms W-2 / 1099-MISC available from this screen are copies only; your employer will provide you with file-ready forms.

You may access your Form W-2 / 1099-MISC from the previous year by the third Friday in January. Check your Paychex Online home page for statement availability.

## Support

Direct questions to the following resources:

- If you have questions about the information on your check stub or Forms W-2 / 1099-MISC, contact your employer.
- If you have questions about username and password resets or accessing the site, click the **Forgot Username or Password** link (1) on the Login page of Paychex Online.



***i** Forms W-2 / 1099-MISC may be available for up to four years depending on the services your employer subscribes to.*

***i** Check stubs are available for up to two years from the time your employer subscribed to the service.*